

MINUTES OF THE
ASSESSING STANDARDS BOARD
Equalization Subcommittee

Approved as Written

DATE: October 18, 2013

TIME: 9:00 a.m.

LOCATION: Department of Revenue, Training Room, 109 Pleasant Street, Concord

COMMITTEE MEMBERS:

Stephan Hamilton, NHDRA
Todd Haywood, Chairman, NHAAO, Towns <3,000
Joseph Lessard, NHAAO, Towns >3,000 ~ Absent

Robert J. Gagne, NHAAO, City
Betsey Patten, Public Member

MEMBERS of the PUBLIC:

Linda Kennedy, NHDRA

Mary Pinkham-Langer

Chairman Haywood convened the meeting at 9:04 a.m.

Mr. Hamilton briefly summarized the intent of the changes to the equalization manual. The most significant proposed changes were to sections 1-3 to the equalization process due to the implementation of the new mosaic system that replaced assessment data sheets. There are other changes being proposed in an effort to find consistency in the descriptions and definitions throughout activities conducted at the DRA including the Asb and Rev rules as well as contracts and USPAP reports.

Mrs. Kennedy summarized the proposed changes, indicated in red. After a brief discussion, it was agreed the manual should be reviewed annually and changes made as needed. The DRA is in the process of amending and re-adopting the Rev 600 rules, which will be expiring in December. Proposed changes pertaining to these rules will be added at the next review of the manual.

Mr. Hamilton ***motioned to propose to the full ASB, for their study and consideration, the proposed changes to the equalization manual discussed at the October 18, 2013, equalization subcommittee meeting.*** Mr. Gagne ***seconded the motion.*** Chairman Haywood called the motion. No further discussion. ***All approved.***

Mr. Gagne ***motioned to adjourn.*** Ms. Patten ***seconded the motion.***

Chairman Haywood adjourned the meeting at 9:23 a.m.

Respectfully Submitted, Stephanie Derosier
NH Department of Revenue Administration – Municipal and Property Division

Documentation relative to the Assessing Standards Board may be submitted, requested or reviewed by:

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